

HIGH COURT OF MANIPUR
AT IMPHAL

NOTIFICATION
Imphal, the 21st April, 2016

No.HCM/A-49/92-A&E(VII)/ Applications are invited for filling up 11 (eleven) posts of Stenographer on Contract basis at fixed pay of Rs.12,300 (8000+GP 4300) for a period of 6(six) months for the High Court of Manipur.

Last date of submission of Application Form is 6th May, 2016.


Details along with the mode of submission of Application Form are available in the High Court website – <http://hcmimphal.nic.in>.

Sd/-
(N. ROJIT SINGH)
Registrar (Admn.)
High Court of Manipur

Endt. No. HCM/A-49/92-A&E(VII)/01445-61
Copy to:-

Imphal, the 21st April, 2016.

1. The Secretary (Law), Government of Manipur.
2. The Director of Information & Public Relations, Government of Manipur for favour of wide publicity.
3. Central Project Coordinator (CPC)
 - He is requested to upload this Notification and details in the Official website of this Registry.
4. The Director, Doordarshan Kendra, Imphal for favour of wide announcement.
5. The News Editor: 1) ISTV, Imphal; 2) Impact TV, Imphal for favour of wide announcement.
6. The Editor : 1) The Sangai Express (English); 2) Hueiyen Lanpao (Manipuri) and 3) Poknapham (Manipuri).
 - with a request to publish the above Notification in the esteemed daily one day at the earliest possible and to submit the bill in "triplicate" for early payment.
7. Notice Board/Guard File/Concerned File.


Registrar (Admn.)
High Court of Manipur

DETAILS FOR THE POST OF STENOGRAPHER

1.	Total No. of post	11 (eleven) Unreserved –7 OBC (M) – 1 ST – 3	(In case no suitable candidate is available from the reserved categories, the posts will be filled up from Unreserved candidates)
2.	Pay	Rs.12,300 (8000+GP 4300)	
3.	Eligibility criteria	The candidate should be a graduate from a recognised University and Diploma in Stenography in English with a minimum speed of 100 words per minute in short hand and typing speed of 40 words per minute on computer.	
4.	Age	Note less than 18 years and not more than 38 years of age on the last date of submission of application. The upper age limit will be relaxable by 5 years in case of candidates belonging to SC and ST category and 3 years in case of candidates belonging to OBC.	
5.	Examination Fees	Rs.300/- (Rupees Three hundred) only for General and OBC candidates and Rs.200/- (Rupees Two hundred) only for SC/ST candidates.	
6.	Important Dates	Last date of Form submission	Upto 4:00 p.m. of 6 th May, 2016
		Issuance of Admit Card	Admit Card will be issued at the time of submission of Form
		Computer Typing Test	12 th May, 2016 from 10:00 a.m. onwards
		Stenography Skill Tests	14 th May, 2016 at 10:00 a.m.
		Date of Viva Voce	will be notified later on in the Official website

SCHEME OF EXAMINATION

Sl. No.	Subject	Mark allotted
1.	Qualifying Computer Typing Test (English) - 40 words per minute in five minutes	-
2.	Stenography Test (English) (For those candidates who qualify in the Computer Typing Test) - 100 words per minute in five minutes	85 marks
3.	Viva Voce	15 marks

HOW TO APPLY

Step 1:-

Download the application form (MS excel format) from the website
<http://hcmimphal.nic.in>.

Step 2:-

Submit the hard copy of the application form duly filled in to the I/C Registrar General High Court of Manipur, Imphal, Mantripukhri - 795002, duly signed by the applicant on or before 6th May, 2016, alongwith Banker's Cheque/Demand Draft to be drawn from any branch of SBI(Payable at Imphal) for Rs.300/- (Rupees three hundred) only for General and OBC candidates and Rs.200/- (Rupees two hundred) only for SC/ST candidates drawn in favour of **Registrar General, High Court of Manipur.**

NOTE :

1. Enclosures:
 - a) Matriculation Certificate in support of Age.
 - b) Graduation Certificates.
 - c) Stenography Certificate.
 - d) Certificate for SC/ST/OBC, if applicable.
 - e) Working Experience Certificate, if applicable.
 - f) 2(two) extra recent coloured passport size photographs.
2. Those applications submitted to this Registry after the last date of submission are liable to be rejected and no request whatsoever will be entertained.
3. The Registry reserves the right to reject any application which are not in proper form/incomplete. Rejection of applications will be after proper screening and not at the time of submission of the forms.
4. Candidates already in Government services should apply through proper channel.
5. Any further changes to the notifications shall be published only on our official website (<http://hcmimphal.nic.in>).

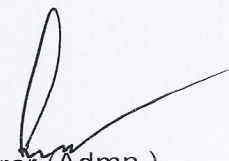
Sd/-
(N. ROJIT SINGH)
Registrar (Admn.)
High Court of Manipur

Endt. No. HCM/A-49/92-A&E(VII)/ 01462-63

Imphal, the 21st April, 2016.

Copy to:-

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 - He is requested to upload this Notification and details in the Official website of this Registry.
2. Notice Board/Guard File/Concerned File.


Registrar (Admn.)
High Court of Manipur

HIGH COURT OF MANIPUR
AT IMPHAL

Affix Recent Passport
Size Photo

APPLICATION FORM FOR THE POST OF STENOGRAPHER (CONTRACT)

1	Name in Full	
2	Father's Name	
3	Husband's Name (if applicable)	
4	Permanent Address	
5	Postal Address	
6	Date of Birth (dd-mm-yyyy)	
7	Educational Qualification (to be seperated by commas)	
8	Name of the Institute of Stenography Certification	
9	Experience if any (to be seperated by commas)	
10	Marital Status (Married / Unmarried))	
11	Category (General/SC/ST/OBC)	
12	Banker's Cheque/DD No. with date	
13	Contact No.	
14	E-Mail ID	
15	List of enclosures	(i)
		(ii)
		(iii)
		(iv)
		(v)

PLACE:-
DATE:-

SIGNATURE OF APPLICANT

HIGH COURT OF MANIPUR AT IMPHAL

ADMIT CARD FOR THE POST OF STENOGRAPHER (CONTRACT)

EXAMINATION CENTRE

DATE OF EXAMINATION

ROLL NO.

Affix Recent Passport
Size Photo

1	Name in Full	
2	Father's Name	
3	Husband's Name (if applicable)	
4	Permanent Address	

REGISTRAR (ADMIN.)
HIGH COURT OF MANIPUR